

C. E. A.

Career Executive Assignment Examination

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

The Department of Fair Employment and Housing is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

DEPARTMENT: DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

POSITION TITLE: DEPUTY DIRECTOR, ENFORCEMENT DIVISION, CEA LEVEL 3

WORK LOCATION: 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758

FINAL FILE DATE: July 6, 2007

SALARY RANGE: \$8311 to \$9164

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief Deputy Director of the Department of Fair Employment and Housing, the Deputy Director, Enforcement is responsible for establishing and maintaining the Enforcement Division's internal policies and overseeing the functions of the Division. The Deputy Director, Enforcement, exercises broad responsibility for developing and implementing policies and functions as a high-level executive staff member.

Duties of the position include, but are not limited to:

- Provides second-level management oversight of the statewide Enforcement Division, establishing and implementing policy in conformity with the State's fair housing and employment laws.
- Acts in an internal audit role for the Department's Enforcement Division by analyzing caseload statistical data to identify problem areas pertaining to case processing and make improvements in the quality and efficiency of case processing.

- Represents the Department on complex and sensitive issues relating to all aspects of departmental operations with control agencies as well as the public, legislators, EEOC, HUD, and other related groups and individuals. Responds on behalf of the Director to inquiries from the public regarding Enforcement Division policies, procedures, and case processing activities.
- Develops and implements the Department's statewide external anti-discrimination education and prevention program, by creating a model for conducting outreach to employers, housing providers, and business establishments. Analyzes statistical data to identify industry wide trends for particular focus in developing education and prevention models.
- Develops, updates, and maintains the Department's Enforcement Division policy manuals, including but not limited to the Case Analysis Manual, Directives Manual, Consultant Basic Training Manual, and Supervisor's Manual. In conjunction with the Director and Chief Counsel, is responsible for developing and approving all policies and procedures set forth in the policy manuals.

SCREENING CRITERIA

The "*Statement of Qualifications*" must indicate your total years of experience and civil service classification (if applicable), performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the screening are:

- ❖ Education
 - ◆ List degrees obtained and dates received
 - ◆ List licenses and certificates and dates received
- ❖ Number of years of external contacts (Legislature, control agencies, etc.).
- ❖ Years of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining, and negotiating) to those within and outside the office (e.g. director, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public, and professional groups).
- ❖ Experience in an administrative capacity with responsibility for directing staff involved in extensive interpretation and application of governmental laws, regulations and policies.
- ❖ Knowledge of the Fair Employment and Housing Act, Equal Employment Opportunity (EEO) and guidelines, laws and rules.
- ❖ Ability to interpret and apply appropriate provisions of the California Government Code, Federal and State statutes, rules and regulations, etc.
- ❖ Direct managerial or supervisory experience.
- ❖ Ability to develop and present reports on major issues in a wide variety of subject areas.

MINIMUM QUALIFICATIONS

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of California State Government including the organization and practices of the Legislature and the Executive Branch: principles, practices, and trends of public administration, organization, contracting and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's affirmative action objectives..

DESIRABLE QUALIFICATION(S)

- Broad administrative management experience, which has included substantial participation in the formulation, operation, and/or evaluation of program fiscal, and/or personnel management policies.
- Demonstrated leadership and extensive experience in program management and team building.
- Ability to manage a multi-disciplined organization.
- Ability to work successfully with persons at high levels of government.
- Ability to analyze complex program implementation problems and develop effective courses of action to solve them.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Enforcement Division**, with the **DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING**. Applications will be retained for twelve months. *The results of this examination will be used only to fill this position.* The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, and a Statement of Qualifications.

All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications and desirable qualifications.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

FILING INSTRUCTIONS

- A Standard original State application (Form 678)
A "*Statement of Qualifications*". This "*Statement of Qualifications*" is to be a discussion of the candidate's education and experience that would qualify them for this position. The "*Statement of Qualifications*" must indicate total years of experience and civil service classification (if applicable), performing each of the activities included in the screening criteria and should be no more than two pages in length. **Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.**
- Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date of July 6, 2007, will not be accepted. Application Resumes are optional and do not take the place of the "*Statement of Qualifications*".

The application and "*Statement of Qualifications*" are to be submitted to:

Department of Fair Employment and Housing
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
Attn: Debra Rosales

Questions regarding this examination should be directed to:

Debra Rosales at (916) 478-7227 or debra.rosales@dfeh.ca.gov. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-700-2320.